

MINUTES

PERSONNEL COMMITTEE

November 13, 2014

The Personnel Committee meeting was called to order by Chairman Ron Heuer at 4:30 PM on November 13, 2014 at the Administration Center.

Present: Ron Heuer Bruce Heidmann Larry Kirchman Linda Sinkula Lee Luft
Kaye Shillin Bob Weidner Tom Tomdenne

Excused: John Pagel

Also present: Ed Dorner Jeff Wisnicky Todd Every Ross Loining Gary Paape
Linda Cochart Jodi Parins John Pubich Greg Thousand Davina Bonness

Moved by Sinkula second by Heidmann to adopt the amended agenda. Motion carried.

Todd Every, Highway Commissioner, appeared to discuss the On-Call Stipend for Highway hourly employees being on-call for the winter season. This concept has been recommended by the Highway Committee and is being referred to Personnel for final action. Currently there is no specific reference in the Personnel Policy relating to Highway On-Call Stipends. This issue of winter season weekends was something the Highway Commissioner was asked to address when he was hired.

Moved by Heidmann second by Luft to allow the Highway Department to fill 50% of winter patrol positions using hourly employees with an On-Call Stipend of \$300.00 for the weekend which would run from 3:15 PM on Friday to 7:00 AM on Monday.

Moved by Weidner second by Sinkula to amend the motion to specify the winter season to be December 1, 2014 to March 31, 2015, have hourly personnel submit reports for weekends covered detailing activities, calls taken and responses to weather conditions, and the Highway Committee to review the On-Call Policy after the 2014/2015 winter season. Motion carried.

The Chairman called for a vote on the original motion as amended and the motion carried.

The Highway Commissioner made a request to take the County vehicle out of the County during the winter season. This concept is being recommended by the Highway Committee. Moved by Weidner second by Kirchman to temporarily suspend the Personnel Policy until March 31, 2015 and allow the Highway Commissioner to take the County vehicle out of the County and have the Highway Committee review this policy after the winter season. Motion carried.

Moved by Weidner second by Heidmann to temporarily suspend the Personnel Policy and allow the Information Services Director to take a County vehicle out of the County for the period December 1, 2014 to June 1, 2015 with a report made to the Personnel Committee on usage of vehicle. Motion carried.

Committee discussed filling the vacant position in the Land and Water Department. Moved by Luft second by Heidmann to approve the job description for the Conservation Specialist and fill the vacant position at a salary range of \$45,000.00 to \$50,000.00 annually. Motion carried.

Greg Thousand, Human Services Director, appeared to discuss the impact of Family Care, which was approved by Joint Finance, on staffing levels. There will be some reduction in staff. The Director will appear at the December meeting to provide specific staff structure and the impact on current employee staffing levels.

Committee addressed the vacancy in the Clerk of Courts office. Moved by Heidmann second by Luft to approve the job description for the Clerk of Courts Secretary and fill the vacancy in the Clerk of Courts office. Motion carried.

Moved by Weidner second by Heidmann to recommend to the County Board approval of the Collective Bargaining Agreements for 2015 between Kewaunee County and Local 2959A and Local 2959. Motion carried.

Moved by Weidner second by Sinkula to accept the resolution and job description regarding the Administrative Coordinator and send to County Board for final approval. Motion carried: 7 yea 1 no

Moved by Heidmann second by Luft to appoint Jeff Wisnicky as interim County Administrative Coordinator until a full-time person is hired with compensation at one half of the current monthly Administrator salary. Motion carried..

Moved by Weidner second by Luft to recommend to the County Board a 1% increase in wages for Highway Department, Radio Operator/Jailers and Salary Schedule II employees for 2015. Motion carried.

Moved by Weidner second by Kirchman that in the event the new hire salary in LWCD would exceed the current Conservationist/Soil Specialist salary, the salary of the current employee would be adjusted to equal . Motion carried.

Moved by Weidner second by Luft to increase the salary of the Executive Assistant by \$5.00 per hour during the interim period until the County hires an Administrative Coordinator or Administrator. Motion carried.

The next meeting of the Personnel Committee will be December 10, 2014 at 4:30 PM at the Administration Center.

Moved by Kirchman second by Weidner to adjourn. Motion carried. Meeting adjourned at 7:10 PM.

Submitted by: Thomas J. Romdenne, Secretary